New Jersey Department of Community Affairs
Women's Referral Central Application Instructions

Before you get started, make sure that—

- Your **Agency Information** is up-to-date, including your—

    - Board of Directors list, if applicable

    - DUNS number

    - Federal Congressional District

…and that—

- Staff members in your agency who will be working on this application have been added to SAGE as **Agency Contacts.**

DO NOT add outside consultants as Agency Contacts.

These two tasks must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

Refer to the **DCA SAGE User Manual** for instructions on updating your Agency Information and adding Agency Contacts. To download the User Manual, click the hyperlink on the SAGE login page or in Quick Links in your Start Menu.

Getting Started

Initiating a new application

This task must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

At the **Start Menu**…

In the **Initiate an Application** box…

- Select the appropriate RFP (Grant Program) from the pull down list

- Click **Apply for a New Grant**

- Click **OK** at the confirmation pop up box

  You will be brought to the **Application Menu**
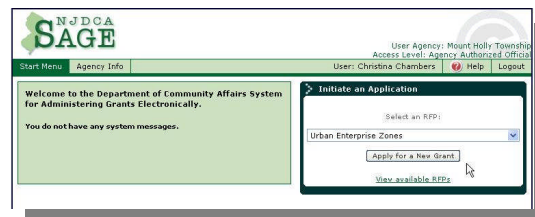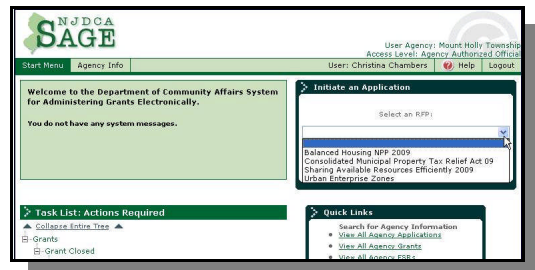
Completing the Application

Work on the **Application Menu** in this order—

1. Application Contacts
2. Components
3. Application Information
4. Application Forms
5. Budget
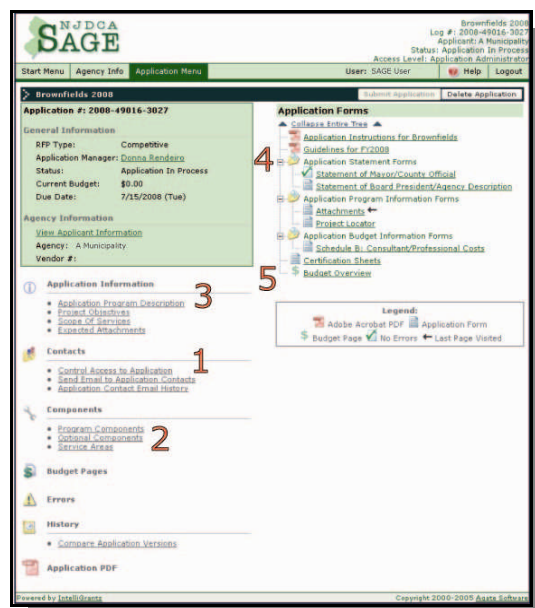
After an application is initiated, it will appear on the initiator's **Task List** under **Application In Process**. When additional staff members are added to the application as Main Contacts, the application will appear on their Task Lists, too.

To access the application, click its application number hyperlink.

1. Application Contacts

(*If the initiator of the application will be the **only** person working on it, proceed to step **3** Components.*)

If additional staff members and/or consultants will be working on this application, you must add them as **Application Contacts**. Only the Application Contacts and the Agency Authorized Official have access to the application.

Adding Staff Members as Application Contacts

If other members of your staff will be working on this application, in the Application Menu under **Contacts**—

- Click **Control Access to Application**
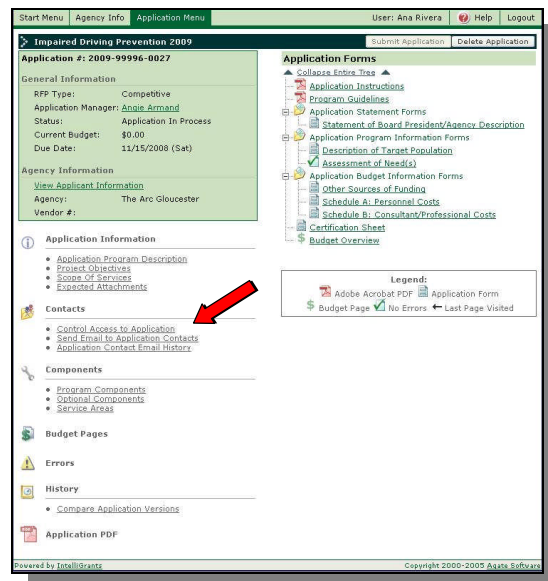
In the **Assign additional Agency Contacts to application** section—

- Select a **Name** from the pull down list

- In the **Contact Type** field, select whether this person will be a Main Contact or a Staff Member (Main Contacts see the application on their Task Lists).

- Select the appropriate **Level of Access** from the pull down list.

- Click **Grant This User Access**.

- Continue to add staff members (or a consultant, see below), if desired.

When finished, you may return to the **Application Menu** or add a consultant as an Application Contact, see below.

Adding Consultants as Application Contacts

If you will be using an outside consultant to work on this application, at the bottom of the **Assign additional Agency Contacts to application** section—

- Click the **Agency Consultants** hyperlink

  - At the **Agency Consultant Search** screen, enter all or part of the consultant's name and/or the consulting firm's name (check alternate spellings)

  - Click **Search**

  - Select a consultant by clicking on their magnifying glass.

  - Select the **Level of Access** you want to give to the consultant

  - Click **Give this User Access**

When finished, return to the **Application Menu**.

If the consulting firm you want to use is not on the list, it means that they are not registered in SAGE. They can apply for SAGE access by clicking Request SAGE Access at the SAGE login screen. They will receive their SAGE User Name and Password within about two business days.

After the consulting firm has been approved by DCA, go back into **Assign additional Agency Contacts to application** section and **Add** them to the Application Contact list.

DO NOT add outside consultants as Agency Contacts.

2. Components

The **RFP** is the DCA Grant Program. A **Component** is a Program Type that will be implemented by the applicant if a grant is awarded. Some RFPs have only one Component; others have more than one Component, and may allow the applicant to pick more than one. Each application must have at least one component.
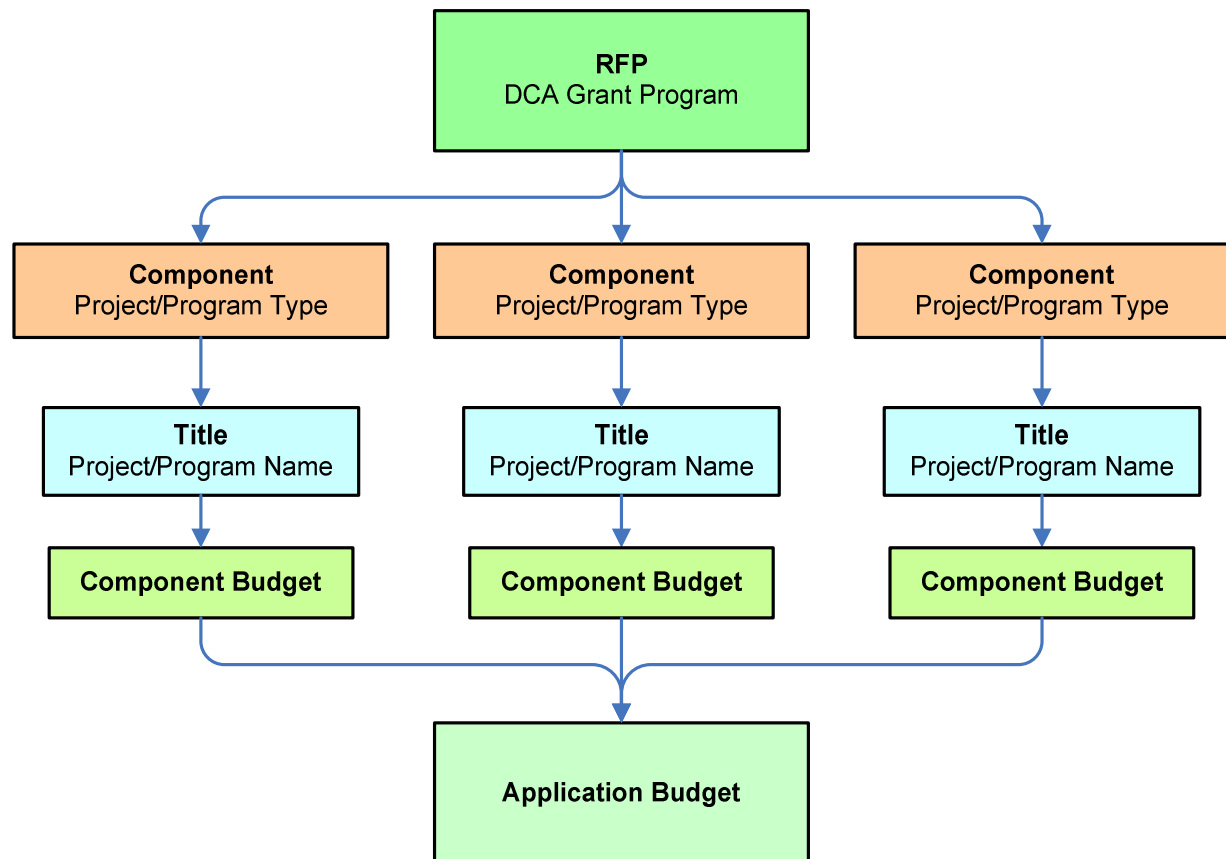
Program Components

- Click **Program Components** on the left side of the **Application Menu**
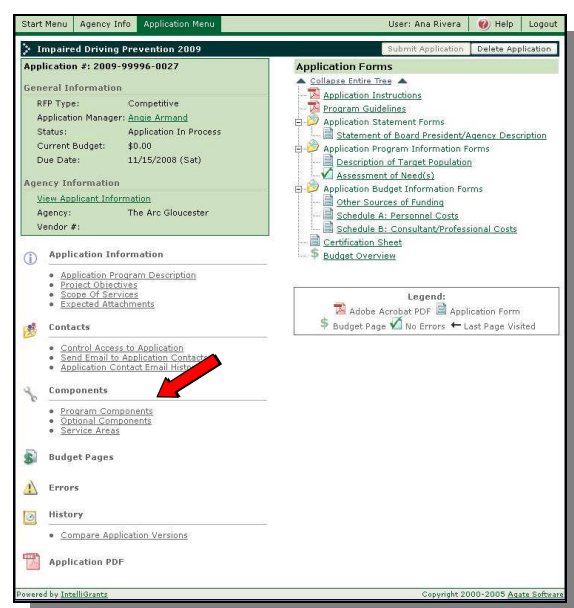
- In the **Program Type/Sub-Type** field, select **Women's Referral Central** from the drop down list

- In the **Name** field, enter a name for your program

- For **Location**, specify the municipality (city and county) of the program

- In the **Address** fields, provide the address of the program's day-to-day administrator

Service Areas

In this section, indicate the areas (counties and/or municipalities) that will benefit from *this* program – which may or may not be the area that your agency serves as a whole.

- Click on **Service Areas**

If your program/project has multiple Components, you will get a list of the Components you chose.

Assign a Service Area for *each* Component.

Counties

If this program benefits an *entire* **county** or counties—

- Select the county or counties to be served

- Click **Add**.

If this program benefits the **entire State of NJ**—

- Scroll down to the bottom of the **Counties** list and select **2200: State Wide (NJ)**

- Click **Add**

Municipalities

- If the program will benefit one or more municipalities, select the **Municipalities** tab

  - Select the County where the project will be located from the drop-down list and click on **List** – a second drop-down list will display all of the municipalities in the selected County

  - Select the municipality or municipalities that will benefit from this program and click **Add**.

Return to the **Application Menu**

3. Application Information

Application Program Description

- Under **Application Information**, click on **Application Program Description**

- Click **Edit**

- Enter your **Application Title** – what you are calling the program/project.

- Enter your **Program Description**.

  – Your description should start with either the word "**to**" or "**for**" and briefly describe how you will use the funds requested in this application.

  – If this application results in an award, the **Program Description** you enter here will be used in your award letter.

  – Your entry in this field should be no longer than a standard sentence.

- **Save**

When finished click the **Objectives** tab or return to the **Application Menu**

Project Objectives

The Division on Women has created standardized project objectives for programs applying for the Women's Referral Central Hotline grant. Use the objectives (below) that have been provided by DOW for the current funding year.

- Click on **Objectives** and enter the following information—

Objective Number	Short Description	Detailed Description
1.	Provide a statewide toll-free number to assist New Jersey residents	Assist 5,000 New Jersey residents with a statewide toll-free number that will provide comprehensive information, referral, active listening and crisis response for issues confronting women.
2.	Set up email	Set up an email account for internet inquiries from the hotline's website.
3.	Maintain a TTY system	Provide a telecommunications device for the deaf and hard of hearing callers (TTY).
4.	Provide a AT&T Language Line	Provide non-English speaking residents with the AT&T language interpretation line or comparable service.
5.	Maintain a resource bank of programs and services	Maintain a computerized resource bank of existing programs and services statewide. Add and delete service listings as information is acquired concerning changes in service availability or initiation of new services or programs.
6.	Record and compile data	Record and compile statistical data on all incoming calls and emails.
7.	Submit data	Submit statistical data to the Division on Women

- **Method(s)** – This should illustrate the steps taken to generate the desired outcome. Include who will be providing the service, where, when (hours, days), how, etc. desired outcome. Include who will be providing the service, where, when (hours, days) how, etc.

- **Evaluation** – Describe the methods that will be used to evaluate the progress and outcomes of the grant program. Indicate who will be responsible for data collection and program evaluations. Describe how evaluation information is used to improve program services and clients success. Please mail DOW a copy of your client satisfaction/program evaluation/questionnaire/survey.

- **Application Program Component** – N/A

- **Save**.

When finished, click the **Scope of Services** tab or return to the **Application Menu**.

Scope of Services

A Scope of Services is a description of what will be accomplished if a grant is awarded. Check with your Application Manager for advice on how brief or detailed the Scope of Services should be.

- Click on **Scope of Services**

  - Enter a scope of services in the text box. Example:

    Provides 24 hour hotline and will utilize 24 hours AT&T Language Line interpreter services or comparable services to assist callers who are non-English speaking (enter #). Will receive emails from internet inquiries from the hotline's website. (enter #) Staff will utilize computerized resource bank to retrieve service listings and link callers to service. The listings will updated annually. Staff will utilize a computerized information and referral software program to log incoming calls and emails and facilitate referral documentation, utilizing violence against women and self sufficiency categorical information (enter #). Marketing the hotline and distribute information about the hotline.

  - Click **Save**

When finished, return to the **Application Menu**

4. Application Forms

The forms in your application are customized for the specific Grant Program and Component you have chosen. Complete each required application form and **Save**. You may return to the **Application Menu** to select another form (or exit the application) or click the **Next** button (at the upper right of the form) to work on the next form on the list. You do not need to complete the forms in order, and more than one Application Contact can work on the forms.

Required fields are marked with an asterisk (✱). If you have no information for a field or it doesn't apply to your agency or program, enter **N/A** or **0** (zero).

Form	*Instructions*
Statement of Board President/Agency Description	This form is to be completed by the President of the Board of Directors/Trustees of your organization. Briefly describe your agency and its ability to implement the proposed project, and include your agency's mission statement. Describe any past track record and expertise that you have managing a 24 hour hotline.

Target Population	**PRIOR YEAR REPORT** Enter the number of clients served by last year's program in each of the fields provided. • Total number of New Clients who received services during the prior fiscal year. • Total number of calls the hotline received. • Total number of emails the hotline received. • The total of calls that were special needs. • Total number of calls that required the use of the language line. • Total Number of calls that required the use of the TTY system. • Total number of referrals that were given to clients. **CURRENT TARGET POPULATION** In the Narrative text box, describe the population to be served for the current year as a result of the grant funds you are requesting. Describe the population to be served by this program/project. Explain what percent of the population in your benefiting area is composed of persons with limited-English proficiency or special needs. **If more than five percent of the population in your benefiting area has limited-English proficiency, indicate how your agency will serve this population. Include any affiliation agreements your agency may have with organizations that service limited-English speaking populations.**
Assessment of Needs	List the need(s) which document/illustrates the reasons for the project/program. Provide a description of what the proposed program will look like including staffing, geographic location, case management plan, proposed skills training including computer literacy, recruitment efforts and collaborations. Briefly list the need(s) which document the reasons for the project/program. List the need(s) which illustrate the reason for the project. This section must contain a general explanation of the problems that face the women of New Jersey and demonstrate a clear understanding of those problems. Applicants must describe issues related to the provision of hotline. Describe any outreach efforts done in the prior year.
Other Sources of Funding	List the sources of any other funding (other than DCA) that will be considered other sources of funding or match funds and identify the type of organization that is providing the funds.

Schedule A: Personnel Costs	This is a repeating form – meaning you can enter as many employees as necessary. • Complete a form for one employee • **Save** it An **Add** button will be displayed at the top of the form. To enter an additional employee— • Click **Add** • Complete the form • **Save** it Continue until you have entered all the appropriate employees for this program. To Upload a resume— • Click the **Browse** button • Find the file on your computer system • Double click on the document name The file name will appear in the field and be saved along with the form.
Schedule B: Consultant/Professional Costs	This is a repeating form – meaning you can enter as many consultants as necessary. • Complete a form for one consultant • **Save** it An **Add** button will be displayed at the top of the form. To enter an additional consultant — • Click **Add** • Complete the form • **Save** it Continue until you have entered all the appropriate consultants for this program. To upload a resume or relevant experience— • Click the **Browse** button • Find the file on your computer system • Double click on the document name The file name will appear in the field and be saved along with the form.

Contact your [Application Manager](#) if you have questions about the type of information required in any of the forms.

Certification Sheets

- Items 1 through 5—

  - Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**.

  - If you answered **No** to item 5, enter your explanation in the text field provided

- Items 6 and 7 apply to **non-government** agencies only

  - Item 6

    … If you *have* received a grant from DCA within the current fiscal year, click **N/A**

    … If you *have not* received a grant from DCA within the current fiscal year, click **Yes**

  - Item 7

    … The Board of Directors list in your Agency Information must be current

    … If you need to modify the list, follow the procedures outlined in **Mid-year changes to your Agency Information Update** in the **DCA SAGE User Manual**

- Item 8 applies to **government** agencies only. To see the text of Executive Order 134, click the hyperlink.

  - Select **Yes**, **No**, or **N/A**

- ATTACHMENTS

  - Click the appropriate radio button for each item, indicating whether you will mail or hand deliver the attachment or that the attachment is not applicable to your organization.

  - When you click the link to **Schedules G**, **H**, and **I**, each form is displayed as an Adobe PDF document. **Print** each of the forms from this window. Forward each signed document to DCA. Go to http://www.adobe.com if you need Adobe PDF instructions.

  - If a resolution is required, and it has not been signed prior to the deadline for submission, a memorandum (indicating the date the resolution will be submitted and signed by the appropriate Official of your agency) must be forwarded to your DCA Grant Program.

Budget

- Click on Budget Overview at the bottom of the **Application Forms** list.

  To create your Project/Program budget in SAGE use the following Budget Categories—

ADM – Personnel

- Salaries/Wages*

  – Includes administrative staff hours to meet requirement of grant.

- Fringe Benefits*

  – Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).

ADM – Purchases Services

- Bookkeeping and accounting services including payroll processing services.*

- Audit Costs*

PROGRAM - Personnel

- Salaries/Wages

  – Includes staff salaries and wages, this should be based on the percentage of time spent working on Center activities.

- Fringe Benefits

  – Includes employee payroll taxes (employer's portion of F.I.C.A., unemployment taxes and other taxes based on payroll). Employee benefits (retirement benefits, hospitalization, life insurance, work compensation insurance, etc.).

- Travel

  – Program Staff Only

  – Includes mileage incurred by program staff while conducting hotline activities, training and meetings. Travel within community, travel out of town. (This should be reimbursed according to agency's existing policy, but should not be less than the State rate of .31 cents per mile) and includes rental of automotive equipment.

- Training

  – Hotline Staff Only

  – Includes travel costs incurred by hotline staff who are attending staff development.

- Other Program Personnel Costs

  – Please detail in justification.

PROGRAM – Purchased Services

- Audit Costs*

- Bookkeeping and accounting services including payroll processing services.*

- Includes other consultants. Describe who and for what in Justification.

PROGRAM – Operating Cost

- Space Costs

  – Includes maintenance (cleaning and other maintenance services), security services.

  – Space Costs cannot exceed 5% of the Total Award

- Telephone

- Click on the <u>Women's Referral Central</u> hyperlink; it will take you to the **Budget Detail** page.

- Click the **Add a Budget Item** tab.

- Select a **Budget Category** from the drop down list in the top field.

- Fill in the **Provide a short description for this budget item** field.

- In the **Provide a more detailed description of this budget item** field, give a detailed justification for every entry. Provide information about the exact rent of useable space (useable space is the actual square footage of floor or office area that is used to house personnel, equipment and furniture for actual office use plus total useable square footage of open space used for program activities on a prorated basis). Also provide specific information regarding the prorated share of the building expenses for purposes of assessing additional rent (utility/service, security, or ancillary building services and cost of extra use). If the space cost is calculated using another method, provide information regarding this method of calculation. Space costs cannot exceed 5% of the total award.

- Enter the amount(s) you are requesting in the **DCA Funds Requested** and/or **Funds from Other Sources** (if applicable) fields.

- **Save**.

- Continue adding Budget Items until you have added all the items for your program

SAGE will create the budget for each component and accumulate the totals into the program budget.

Submission Requirements

Attachments

Attachments are additional documents that must be submitted with the application. Some attachments can be uploaded electronically; some must be signed. Click the **Expected Attachments** hyperlink on the left side of the **Application Menu** (under **Application Information**) for a list of the documents that must be forwarded to your DCA Grant Program.

Address

Click the **Application Manager** hyperlink in the green box at the top left of the **SAGE Application Menu** for the correct address.

The following Attachments must be submitted to DCA in paper format—

- Cover Sheet

- Statement of Board President/Agency Description

- Copy of Center Brochure

- Staff resumes (unless you have uploaded them digitally in Schedule A)

- Copy of the agency's personnel policy for pay scales and salary increases

- Pertinent agreements for Other Cost Categories (unless you have uploaded them digitally in Schedule C)

- Certification Sheet

- Schedules G, H, and I

- IRS Determination Letter (New Applicants, Non-profit, Non-government only)
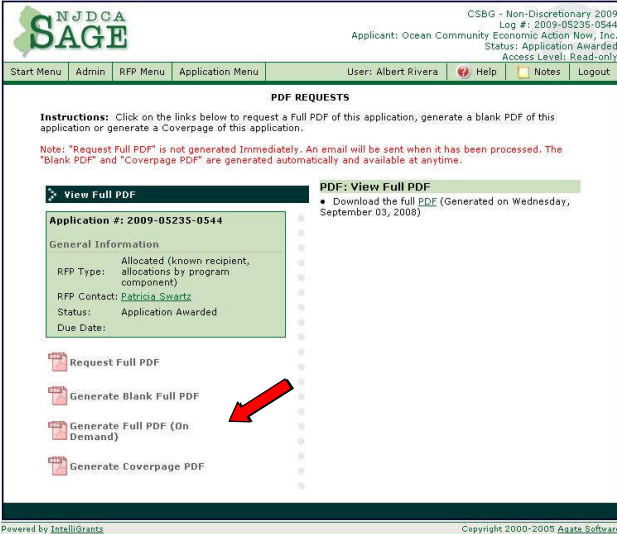
- Organizational Chart

Printing the Application (optional)

- Click **Application PDF** (lower left of the Application Menu)

- Click **Generate Full PDF**

A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to http://www.adobe.com if you need Adobe Acrobat instructions.

Printing the Application Cover Sheet

- Click **Application PDF** (lower left of the Application screen)

- Click **Generate Coverpage PDF**

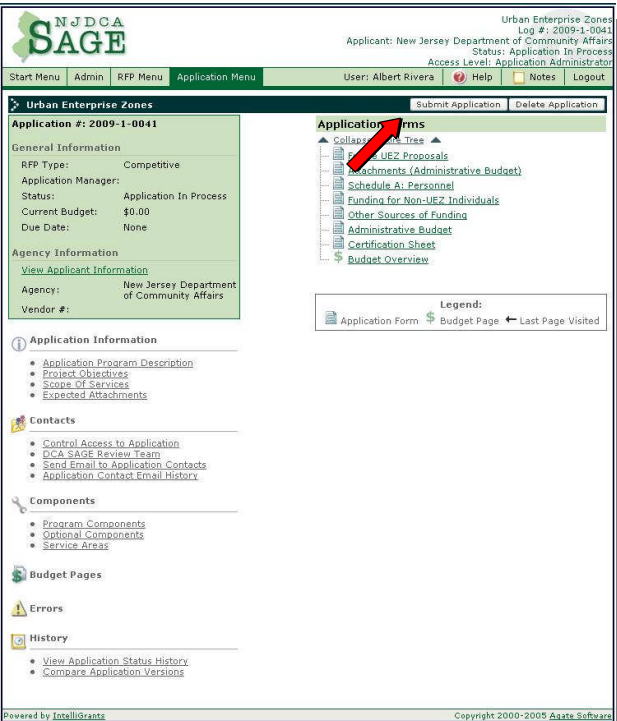- **Print** the document

Submitting the Application

When you have completed all the Application Forms, Certifications, and Budget—

- Click the **Submit Application** button on the upper right side of the Application Menu.

This task must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

If the application has input errors, the system will alert you. Correct them and click **Submit Application**. If you have trouble submitting the application, contact your Application Manager.

Be sure to turn pop-up blockers OFF in your Internet browser or you may not be able to see the explanations of the errors.

After you submit…

You cannot modify an application once it is submitted. Your Application Managers must send it back to you (in SAGE) as "Modifications Required." If you think you've made a mistake or omitted important information, contact your Application Manger.

After you submit an application, it disappears from your **Task List**. To access a submitted application, on your **Start Menu**, in **Quick Links**—

- Click **View All Agency Applications**
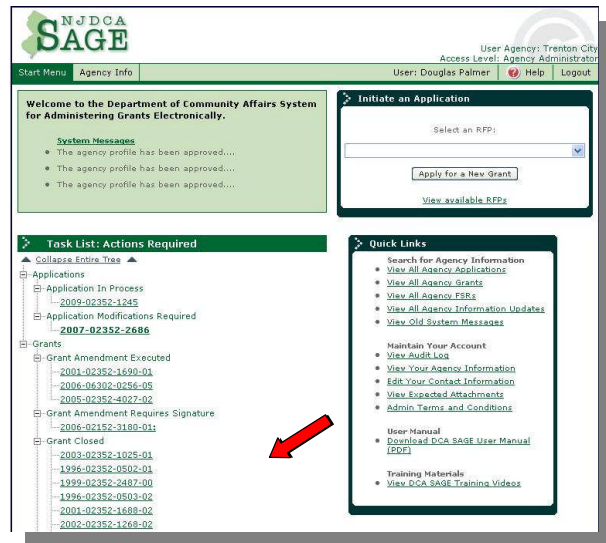
- At the **Search** screen, click **Clear** to erase any previously entered criteria
- If desired, enter or select criteria to narrow down your search
- Click **Search**
- Scroll down to see your results at the bottom of the page

- To access an application, click on its magnifying glass